

No. A-22012/1/2019 – Ad. II
Government of India
Ministry of Corporate Affairs

5th Floor, 'A'- Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated: 21.01.2019

OFFICE MEMORANDUM

Sub: Annual Rotational Transfer for the year – 2019 for ICLS officers.

Annual Rotational Transfers and request transfers for the year 2019 of **ICLS officers** will be considered by Ministry in accordance with the provision of extant transfer policy, and keeping in view the administrative requirements.

2. In this regard, attention is invited to the extant Transfer Policy circulated vide Ministry's OM dated 03.02.2012. Accordingly, each and every transfer request of ICLS officers, needs to be forwarded by Regional Directors concerned as per proforma annexed herewith so as to facilitate consideration by the Competent Authority.

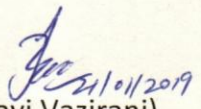
3. **All ICLS officers may, therefore, submit their transfer requests to the RD concerned through their controlling officers (as per annexure A), latest by 15.02.2019.** Sending of advance copies/hard copies of requests to the Ministry by the concerned officer be avoided, as these shall not be taken into consideration.

4. Regional Directorates will compile the requests received from officers under their respective jurisdiction, and forward their scanned copies (appropriately legible) **through e-mail only**, alongwith case specific recommendations, **in the prescribed proforma to the Ministry by 28th February 2019, positively.**

5. **RDs shall ensure and duly verify** details relating to personal entries, educational qualification and entire service details mentioned in the transfer requests, before forwarding it to the Ministry. They will also update and forward posting profile of all officers posted in their region for facilitating decision making process under the ART.

6. ICLS officers posted in MCA Hqrs will submit their requests to S.O. (Ad.II) through their Controlling Officer/ Division Head.

Encl: As stated


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To

1. All Regional Directors/ ROCs/ OLs/ ROC-cum-OLs
2. DGCoA, Kota House, New Delhi.
3. The Director, SFIO, New Delhi, in respect of ICLS officers in SFIO
4. Joint Director, ICLS Academy
5. Section Officer, Ad.II, in respect of ICLS officers in Hqrs
6. E-Gov. Cell (for placing the OM in Employee Corner under Transfer/ Posting)

Format for submitting transfer requests by Group 'A' ICLS officers

1. Name & Designation :
2. MCA ID :
3. Date of Birth :
4. Home Town :
5. Present Office and Region :
6. Educational Qualifications :
7. **Posting Profile** :
(From initial joining in the Ministry to till Date)

| Sl. No. | Designation | Office & Station | From (Date) | To (Date) |
|---------|-------------|------------------|-------------|-----------|
| | | | | |

8. Choice of Stations 1:
(3 choices are mandatory in order of priority)
2:
3:

9. Reason for transfer request:

10. Whether any of the choice mentioned above is barred by re-posting restrictions (Para 2.3 of transfer policy circulated vide Ministry's OM dated 03.02.2012)

Signature (with date) _____

Name _____

Verification by controlling officer

11. Remarks of RD/ Controlling Officer:

Signature (with date) _____

Name _____

